

# "Smart Start to Landing a Job"

Job Interviewing Project

Developed by Janet Hallberg and Tammie Paulson  
2003

## **TITLE**

“Smart Start to Landing a Job”

## **GRADE LEVEL**

Grades 9-12

### **DRIVING QUESTIONS**

- ❖ Do you understand the importance of personal contact in job seeking?
- ❖ Who would your personal contacts be?
- ❖ Do you know what a resume is?
- ❖ Do you know how to create different resume forms?
- ❖ Where would you go to get job information?
- ❖ What are the ins and outs of applying for a job?
- ❖ How important is filling out a job application correctly and neatly?
- ❖ Would you know how to conduct yourself properly during an interview?
- ❖ Do you know the proper procedure for setting up interviews?
- ❖ Why is it important to send a follow-up letter?

### **COMPREHENSIVE STANDARDS**

- 1.2 *Demonstrate transferable and employability skills in community and workplace settings.*
  - 1.2.1 Examine potential career choices to determine the knowledge, skills and attitudes associated with each.
  - 1.2.2 Demonstrate job seeking skills and job keeping skills.
  - 1.2.3 Apply communication skills in community and workplace settings.
  - 1.2.6 Demonstrate leadership skills and abilities in the workplace and community.
  - 1.2.8 Demonstrate work ethics and professionalism.

### **ACADEMIC SKILLS**

#### **SD Communications Language Arts Standards (9-12)**

- Goal 1.4.c Compile and synthesize information to make reasonable and informed decisions
- Goal 2.4.a Write to clarify thinking and what is known about various topics
- Goal 2.1.b Used varied, extensive vocabulary and accurate spelling in written work

### **PROCESS OUTCOMES**

By completing the research and activities involved in this project, the students will gain the following skills in Career Connections. They

include reasoning, decision-making, problem solving, realizing individual responsibilities, self-management, and speaking.

### *PLANNING TIMELINE*

This project will take 7-10 days

Students are becoming more and more career oriented. As we teach our students the basic facts we also need to prepare them for job seeking and job interviewing. The best place for this activity and learning to take place is within each individual community. This project will give the student's resources to use and a plan to follow to help prepare them for the world of work.

The students will accomplish these goals by doing the following activities:

(All the activities below can be done using pamphlets listed. They are available free of charge from SD One-Stop career Center. Address is 715 S. Maple St. Watertown, SD 57201 Phone Number is 882-5131)

#### **Making Contacts**

1. Using the pamphlet, "Making Contacts" #9009, the students will read the pamphlet and do activity 1 worksheet.
2. Do activity 2, filling out a Personal Network Directory

\*An additional activity for this lesson would be to obtain the book and do the activities.

### *Writing a Resume*

1. Students will research resume writing using either of the following sources:
  - ❖ Tips for Finding the Right Job pamphlet from US Department of Labor Employment & Training Administration
  - ❖ Internet
3. Students will do activity #3
4. Students will write a resume

#### **Applying for Job**

1. Students are to make a list of all possible places to get a job.
2. Using the pamphlet "Applying for a Job" or another source do Activity #4

### ***Interviewing***

1. Teacher will contact local business to create a list for interview sites.
2. Students will select site of their choice.
3. Teacher will pick-up or have student pick-up applications from selected businesses.
4. Students will fill them out.
5. Students will write a letter of application to be returned with the business application.
6. Teacher or student will return them to the businesses.
7. Set-up interview times and dates (mostly during regular class time)

8. Students go to their respective interviews and the employer fills out an evaluation form after completion of the interview, which is used for grading purposes.
9. Following the interview the student will create a follow-up, thank-you letter and send to interviewer.

- ❖ Alternative interviewing activity could be done using a professional adult who would interview all students individually with the interview being video taped.

## **INSTRUCTIONAL SUPPORT**

Need to utilize the computer lab for research.

## **PROJECT GUIDELINES**

Look over scoring rubric to see what is expected.

Complete all necessary forms required for this project.

Be sure to be on time and dressed appropriately for your interview.

## *ASSESSMENTS*

Job Interviewing Evaluation  
Activities Rubric

## **RESOURCES**

- SD One-Stop Career Center, Watertown, SD 882-5131
- <http://www.sdjobs.org/lmic>
- <http://www.sdjobs.org/sdooh>
- <http://www.ajb.org>
- <http://www.acinet.org>
- The following One-Stop Career Center System Brochures
  - Applying For A job
  - Making Contacts
  - The Application
  - The Follow-Up Letter
  - Tips For Landing the Right Job

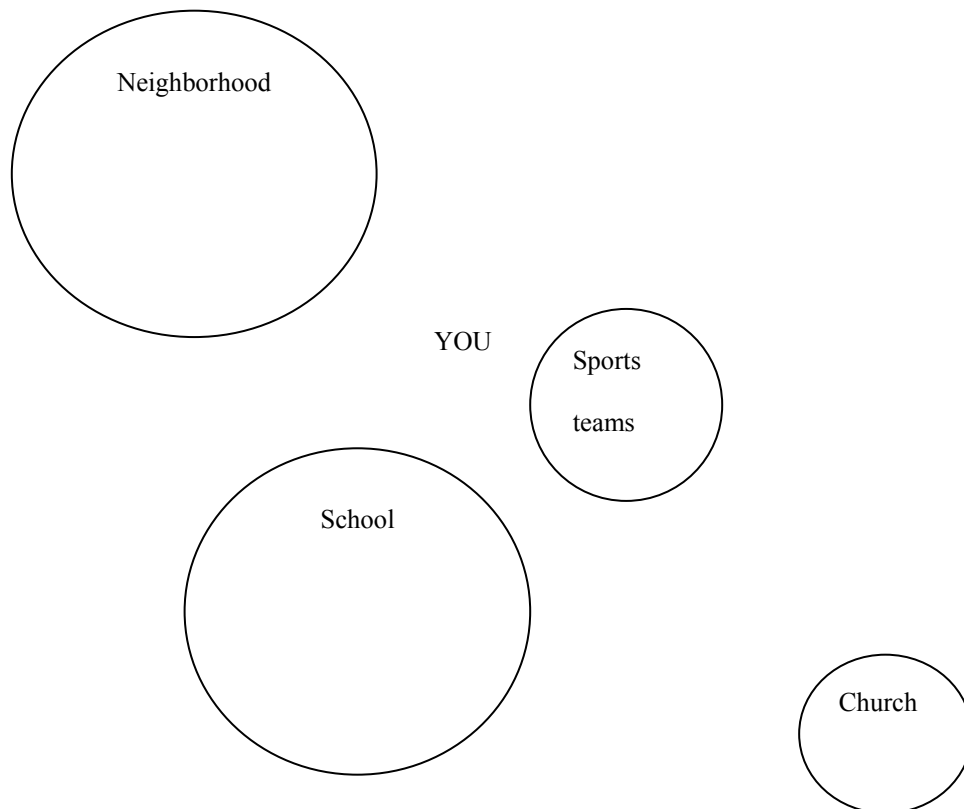
## Making Contacts

### Activity 1

Directions: One of the first things you can do to prepare yourself for the world of work is to concentrate on contacts. The people you know have a big influence on your success in the world of work. This diagram will help you understand how the people you know creates your network for the world of work.

1. Place yourself in the middle.
2. List the places where you meet people regularly: home, school, church, sports teams, work, and neighborhood friends.
3. Put the places that you are at the most or are the most important to you closest to your name. Draw a circle to indicate the size or number of people you associate with.
4. Write the names of the people in each circle.
5. Start thinking about how each of these people may be able to help you with your job search.

Following is an example of the diagram you are to create.




























Activity 2  
Personal Network Directory

Name \_\_\_\_\_

**TELEPHONE/ADDRESS**  
**TELEPHONE/ADDRESSES**  
**TELEFONO/DIRECCION**

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## Preparing Your Resume

### Activity #3

Directions: Using the resources you have available answer the following questions:

1- Give 2 jobs that:

Resumes are required

- 1.
- 2.

Resumes are sometimes required

- 1.
- 2.

Resumes are not required

- 1.
- 2.

2- There are many types of resumes. You are to give 2 types and explain how they Work.

A.

B.

3- Give at least 5 tips for writing an effective resume.

- 1.
- 2.
- 3.
- 4.
- 5.

4- Give a list of 20 action verbs that would give your resume power or direction:

## Applying For A Job Activity #4

Directions: Using available resources or Internet answer the following questions:

1. What is the #1 rule when applying for a job?
2. When filling out an application what is correct? Write a "C" for correct and an "I" for incorrect.

\_\_\_\_\_ There is no need to know the exact title of a job as long as you know a little about what you'd do.

\_\_\_\_\_ If it asks you how much you expect to earn it is good to guess or go with the highest paid salary.

\_\_\_\_\_ If asked when you could start write down the amount of notice you must give your present job.

\_\_\_\_\_ If asked about legal status, state any legal trouble you've had~they will always find out.

\_\_\_\_\_ N/A means no answer.

\_\_\_\_\_ If you left a previous job because you didn't get along with the boss a truthful answer would be "no possibility for advancement".



3. Give a list of 4 things to do when applying:

- a.
- b.
- c.
- d.

4. Give a list of 3 things to avoid on your application:

- a.
- b.
- c.

## JOB INTERVIEW RATING SHEET

Evaluation Criteria	Poor	Fair	Good	Excellent	Comments
Name:					
Interview <ul style="list-style-type: none"> <li>➤ Attire suitable for specific job.</li> <li>➤ Interviewer neatly groomed</li> </ul>					
Verbal/Nonverbal Communication <ul style="list-style-type: none"> <li>➤ Clarity of expression</li> <li>➤ Eye contact/good posture</li> <li>➤ Friendly, Poised</li> </ul>					
Job Knowledge <ul style="list-style-type: none"> <li>➤ Ability to relate present skills you have to the job required skills</li> </ul>					
Completion of job application					

### Appearance

1. Clothing clean and well pressed
2. Clothing conservative in style
3. Body clean and odor free
4. Hair trimmed, clean, and combed
5. Makeup, jewelry, and accessories used sparingly

Yes

No

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Behavior and Poise

6. Reported to interview area 5 minutes early
7. Greeted interviewer with a smile
8. Introduced self
9. Shook interviewer's hand
10. Sat only when asked to do so
12. Listened carefully to what interviewer said
13. Considered questions carefully before answering
14. Spoke well of previous employers and associates
15. Showed desire to work
16. Asked questions during interview
17. Used proper communication skills

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Interviewer's evaluation:

Performance Task Rubric for "Smart Start to Landing a Job" Activities

Name \_\_\_\_\_ Date \_\_\_\_\_

Category	30-28	27-26	25-23	22-21	20-below
Requirements	All information completed in a timely fashion with thought, consideration and completeness	All information completed in a timely fashion with thought and consideration	One question not completed	Two or more questions not completed	Unanswered questions with incomplete thoughts
Activity#1					
Activity #2					
Activity #3					
Resume					
List of possible places for a job					
Activity #4					
Application					
Interview					
Follow-up/Thank-you letter					

Total Points Possible: 270

Total Points Earned: \_\_\_\_\_

Comments: